

DRAFT
22 June 1970

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support

SUBJECT : ADP Systems Engineering Services
(Policy and Procedures)

1. In order to improve the timeliness, coordination, and effectiveness of ADP systems engineering services* required by the Agency and to minimize expenditures for such services from outside contractors, the following policy and procedures will apply:**

2. Policy -- It is Agency policy a) to develop in staff personnel, insofar as practicable, the technical skills required to meet the systems engineering needs of the Agency; b) to minimize reliance on commercial suppliers to provide systems engineering services for which charges are made, and c) to provide through the Office of Computer Services (OCS) a means for coordinating contract actions for such services.

3. Procedures --

a. Agency computer organizations will undertake to strengthen the systems engineering skills of staff personnel.

*Systems engineering services includes assistance in generation, testing and modification of operating systems; trouble-shooting hardware/software systems; and ADP installation evaluation and improvement.

**Exception: ADP systems engineering services required by the Office of Communications in relation to ADP systems which are integral parts of the Agency's communication system.

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b. Computer organizations within the Agency will refer systems engineering problems to OCS when problems are encountered which cannot be solved within their own components or by "free-of-cost" support available to them from equipment suppliers. (OCS is empowered to make ad hoc or standing exceptions to this requirement in instances where the nature of the problem lies outside OCS's range of technical concern or where OCS does not maintain liaison with the logical commercial supplier of the services required.)

c. OCS will itself respond to systems engineering problems referred to OCS by other components and for which OCS has the requisite technical competence.

d. OCS, in coordination with the Office of Logistics, will contract for commercial systems engineering services as necessary in dealing with problems which lie beyond OCS's capability but which can be satisfied through simple work orders on a cost-per-hour basis. OCS will fund such agreements or work orders, subject to the limitations of its current budget. If the OCS budget proves inadequate to cover a necessary work order, OCS will seek guidance from O/PPB.

e. Requests for assistance which in OCS's judgment exceed the scope of cost-per-hour work orders and therefore are likely to evolve into requirements for major custom service contracts will be returned to the requesting component with advisory comment by OCS. In such instances, the requesting component (vice OCS) will be directly responsible for obtaining approval to negotiate and fund the custom service contract (in accordance with the memorandum of 21 April 1970 from the Executive Director-Comptroller concerning the acquisition of ADP equipment and services or with approval procedures prescribed by the Deputy Director concerned, whichever is applicable).

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f. OCS will establish a single point of contact within OCS and, in coordination with interested components, such administrative procedures as may be necessary for handling requests for systems engineering services.

g. Agency components will keep OCS informed of all significant experience or agreements with commercial representatives which could affect Agency policies or procedures concerning systems engineering services.

L. K. White
Executive Director-Comptroller

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Also for discussion:

25X1A [REDACTED] feels no provision is made for OCS to decline to respond due to lack of manpower... and that such provision must be made.

(Note: It was intended that this anticipated situation be covered by the language of 3c which says OCS will undertake to respond to requests for which OCS has "... the requisite technical competence" --- and by 3d which says OCS will seek contract assistance when the problem exceeds OCS's capability.)

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